



CITY OF KANKAKEE ACTION PLAN - COVID – 19

To minimize the likelihood of exposure to COVID-19 and to reduce the risk of spreading the contagion, Public Access to City Municipal Buildings will be closed/restricted as of 7:00 a.m. Thursday, March 19, 2020 until further notice. City employees will continue to report to work to conduct operations. City committee meetings have been cancelled for the rest of the month and will be reassessed for April meeting times. We will continue to send you updates on upcoming meetings and City Council with guidelines and format that will meet the current safety measures.

Police Department

Department will suspend the following non-emergency operations:

- Child car seat checks and installs
- Police Department tours
- Police ride-along
- Public presentations
- No public fingerprinting that is not associated with an arrest

Police officers will continue to respond to all emergency calls requiring a police officer at a residence or business. However, officers will take reports over the phone for property crimes and other reports not requiring a police officer to be present such as for reports for lost items, thefts with no offender info, fraud, identity theft, civil matters, etc. Members of the public should report the crime as usual and provide their contact information. An officer will promptly respond.

Fire Department

- Restricted **public** access to the Fire Stations
- Limited to mandatory fire inspections
- Adjusted training schedules to reduce individual contact
- Coordinate response protocol for COVID-19 patients with EMS and hospitals
- Paramedics will continue to respond to emergency calls
- Please remember if you call 911 and have flu like systems, notify dispatcher so paramedics can take proper protective measures.

Code Enforcement Department

- Has suspended inspections until further notice
- Restricted **public** access to office
- Permits still may be processed/purchased at the window
- Call Code Department at 815-936-7390 to schedule appointments or ask questions

Department of Public Works

- Restricted **public** access to the office
- Requests for pick up can be made over the phone at 815-933-0472

- Payments can be dropped off in the mail slot at the Public Works building

City Clerk's Office

- Restricted **public** access to the office
- Business License can be applied for on-line <https://citykankakee-il.gov/howdoi.php>
- Any City Council requests can be done on-line <https://citykankakee-il.gov/cityclerk.php>
- Payments can be mailed to City Clerk's Office or dropped through mail slot at the Administration Building
- Questions call 815-933-0481

Mayor's Office

- Restricted **public** access to the office
- Payments can be mailed to Mayor's Office or dropped through mail slot at the Administration Building
- Questions call 815-933-0500
- Mayor Wells-Armstrong will continue to provide regular updates on COVID-19 through social media, the City's website and press releases

Adjudication & Comptroller's Office

- Restricted **public** access to the office
- Payments can be mailed to the Adjudication Office or dropped through mail slot at the Administration Building
- Adjudication questions call 815-933-0515
- Comptroller questions call 815-933-0491

Economic and Community Development Agency (ECDA)

- Restricted **public** access to the office
- Continue to accept paperwork through drop off box
- Application requests can be done through email
- Some third-party contractors may delay or postpone construction due to COVID-19
- Business retention visits suspended until further notice
- Projects will continue to move forward
- Questions call 815-933-0506

COVID-19 Hotlines:

Kankakee County Health Department: 815-802-9311

IL Department of Public Health: 1-800-889-3931

Riverside Healthcare: 815-219-4037

COVID-19 and Unemployment Benefits:

<https://www2.illinois.gov/ides/Pages/COVID-19-and-Unemployment-Benefits.aspx>

COVID-19 Testing

If you or an employee is experiencing symptoms consistent with COVID-19, please contact your doctor's office to determine which next steps are right for you. Currently, testing kits are available in limited quantities across the country. **NOTE:** Testing is *not* available at the Kankakee County Health Department.